



## MISSOURI DEPARTMENT OF CONSERVATION

# Conservation Field Trip Grant

### Guidelines

#### PURPOSE

The Missouri Department of Conservation is pleased to offer the *Conservation Field Trip Grant* to Missouri educators. This grant program, funded by the Conservation Department, is designed to distribute funds in amounts up to **\$700** to public, private, parochial or home-school educators interested in taking students on field trips related to fish, wildlife and natural habitats.

Field trips to conservation sites can engage students in learning about fish, wildlife and natural habitats and their conservation. These learning experiences support science and other academic concepts being taught in the classroom. Field trips are not restricted to Conservation Department sites; however, field trip sites must be related to fish, wildlife, or natural habitats. The Department provides opportunities for field trips around the state including aquatic education programs, nature center programs, fish hatchery programs, outdoor skills programs, conservation events, nature hikes, etc. Grant funds will give educators the financial means to extend and strengthen student learning experiences outside the classroom.

#### ELIGIBLE APPLICANTS

Any educator in a school or school district in the state of Missouri, including public, private and parochial schools-Kindergarten to Grade 12, may apply for a grant. Educators in home-school groups are also eligible. Each grant request shall be for one specific field trip. Educators are encouraged to team up (e.g. two or three 8<sup>th</sup> grade teachers plan to take their science classes on the same field trip) to apply for a grant, but the total grant award possible per application is \$700. Schools can apply for multiple grants. However, eligible applications from other schools will be awarded before multiple grants will be awarded to the same school. Individual applicants should apply for one grant only.

#### ELIGIBILITY CRITERIA FOR GRANT FUNDING

- Grant application is complete and is received by the Conservation Department between March 1 and March 15, 2005.
- Grant request is for transportation costs only.
- Estimated transportation cost per student does not exceed \$7.00.
- A minimum of 25 students are planned to attend the field trip.
- Other costs associated with this field trip (e.g., admission, food) are to be covered by other sources of funding.
- Field trip is planned to take place within dates of award period, April 10 - May 20, 2005.
- Field trip is to a fish, wildlife or natural habitat-related site in Missouri. Preference will be given for field trips to Conservation Department locations.
- Field trip addresses specific science or other academic instructional goals and is connected to classroom instruction.

**NOTE: awards will be made on a first-requested, first-served basis for eligible applications.**

**Field trip sites eligible for grant funding include, but are not limited to:**

- Conservation Department nature and interpretive centers
- Conservation Department shooting range and outdoor education centers

*See Reverse*

- Conservation Department areas and other natural sites in Missouri
- Fish hatcheries
- State forests and parks
- National wildlife refuges
- County parks
- Sites that support the study and increased understanding of Missouri's natural resources, in particular our fish and wildlife resources and natural habitats.

## **MAXIMUM GRANT AMOUNT**

The maximum grant award is \$700 per application.

## **APPLICATION PROCESS**

Submit completed grant applications to the Missouri Department of Conservation. Applications must be received between March 1 and March 15. Any application received before or after this period is ineligible. Applicants will be notified in writing by April 1, 2005, whether the proposal has been funded. Grant recipients will receive a project agreement for review and signature prior to each field trip's official start.

## **SELECTION PROCESS**

Department staff will review all applications to determine eligibility. If deemed eligible, awards will be made on a first-requested, first-served basis. If multiple eligible applications are received from the same school, the first application received from the school will be awarded. If funds are available, additional applications may be awarded to the same school after other single-school-eligible applications have been awarded.

## **ACCOUNTING REQUIREMENTS**

This is a reimbursement grant only, and the Conservation Department is not providing or contracting for the provision of transportation services. In order for transportation costs to be eligible for reimbursement, they must be approved in the application and incurred between April 10 and May 20. Reimbursement requests (with proper documentation and narrative report) must be received within fourteen (14) days following completion of the field trip or no later than June 6, 2005, whichever is earlier. Only the amount incurred up to the awarded amount will be reimbursed. It will take 30 to 45 days for awardees to receive payment.

## **REPORTING REQUIREMENTS**

A short narrative (one page in length) describing the field trip's accomplishments and benefit to students, along with copies of all transportation receipts, must be submitted to the Field Trip Grant Coordinator (See contact information on application.) within fourteen (14) days following completion of the field trip or no later than June 6, 2005, whichever is earlier.

## **FUND DISTRIBUTION**

The grant funds will be awarded after the field trip is completed and upon submission of a narrative and copies of actual transportation receipts.

## **CREDIT REQUIREMENTS**

Educators and organizations are encouraged to publicize grant awards. The credit line should read: The Conservation Field Trip Grant is made possible by the Missouri Department of Conservation.